


<p>California Department of Justice DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES Nick L. Dedier, Director/CIO</p>		<h1>INFORMATION BULLETIN</h1>	
<p>Subject: Violent Crime Information Network (VCIN) - Entry of Sex/Arson Registration Information</p>	<p>No. 03-14-BCIA</p>	<p>Contact for information: DeeAnn Mendoza (916) 227-5211 Violent Crime Information Center</p>	
	<p>Date: 9/24/03</p>		

TO: ALL CALIFORNIA LAW ENFORCEMENT AND OTHER CRIMINAL JUSTICE AGENCIES

This is to inform you of changes made to the Violent Crime Information Network (VCIN) by the California Department of Justice (DOJ), which affect the entry, update, and inquiry of sex and arson registration information.

As background, in 1996, the DOJ implemented an interface between the California Law Enforcement Telecommunications System (CLETS) and VCIN to enable agencies to directly enter, update, and inquire on sex/arson registration information. Effective January 1, 1999, Penal Code (PC) section 290(a)(1)(F) required all agencies to enter sex offender registrations, annual updates, and changes of address directly into VCIN via CLETS. As a result of subsequent legislation and revisions to the sex offender registration process, conforming changes have been made which impact the use of the VCIN/CLETS interface for submitting and inquiring on registration information.

“Miscellaneous (MIS)” Data Field Comment

Agencies are required to enter a specific comment into the VCIN/CLETS MIS field under certain conditions. This applies when the entries of either ASC (associate) and BUS (business) are made to the “Type of Address (TAD)” field, and the “Source of Address (SAD)” is REG. This requirement also applies when “290” is entered into the “Offense (OFF)” field. Following are guidelines:

- C **TAD/ASC** - This TAD shall be used whenever a sex offender is registering a concurrent address pursuant to section 290(a)(1)(B) PC. Because of the importance of establishing a date connected with this concurrent address, enter the following comment:

MIS/CONCURRENT REGISTRATION DATE IS MM/DD/YYYY

- C **TAD/BUS** - This TAD shall be used for either address information for a registrant’s employer or a campus registration address if the registration is pursuant to section 290.01 PC. Because such information is important in monitoring a sex offender’s whereabouts, enter one of the following comments as applicable:

(Employer Address)

MIS/EMPLOYMENT DATE IS MM/DD/YYYY (date of signature on the SS-8102 form)

REGISTRANT EMPLOYED BY (enter name of employer)

(Education registration address/attending - sex registration only)

MIS/CAMPUS REGISTRATION DATE IS MM/DD/YYYY (date of signature on the SS-8102 form) REGISTRANT ATTENDING (name of the educational institution)

(Education registration address/employed on campus - sex registration only)

MIS/CAMPUS REGISTRATION DATE IS MM/DD/YYYY REGISTRANT EMPLOYED BY (name of educational institution)

- C **“290” Offense** - A “290” offense should **only** be entered when a sex offender who is required to register has one of the following: 1) an out-of-state conviction; 2) a court ordered registration for an offense not listed in section 290 PC; or 3) a juvenile court conviction with a CYA commitment. Select the most appropriate comment to enter:

MIS/OUT OF STATE CONVICTION (enter state where conviction occurred and the literal description of the conviction offense)

MIS/COURT ORDERED REGISTRATION PER 290 (a)(2)(E) PC (enter conviction charge and court of conviction)

MIS/JUVENILE COURT CONVICTION CYA COMMITMENT (enter the conviction charge)

Failure to enter a comment in the MIS field in these instances will result in one of the following messages being displayed:

AN ADDRESS WITH TAD OF ASC OR BUS AND SAD OF REG REQUIRES A COMMENT

OFFENSE CODE OF 290 REQUIRES A COMMENT

Fingerprint (FP) Card Notation

A new notation appears at the top of all VCIN inquiry responses indicating whether or not a registration FP card has been received by the DOJ for that sex offender record. This notation serves to inform agencies if they should submit a fingerprint card as part of the registration process. One of the two following messages will be displayed:

DOJ FP CARD REQUIRED

DOJ FP CARD NOT REQUIRED

Note: Only the BCII-5 (Registration Fingerprint Card) is to be used for sex/arson registration.

Termination of Record

In certain cases, a sex offender's VCIN record may be removed by DOJ based on court documents indicating that the offender is no longer required to register. One of the following VCIN messages will appear when an agency attempts to either: 1) update a removed record, or 2) inquire on a removed record.

UNABLE TO UPDATE RECORD. LATEST REG EVENT IS DEATH/REMOVED

NO HIT - RECORD REMOVED

Registration/Update Dates

Agencies no longer need or are able to simultaneously enter registration and update events with the same date. This has occurred when a sex offender reports both for an annual update and to change his/her address. The agency will need to enter only the new registration address with the "Date of Registration (DOR)" data field as reflected at the bottom of the SS-8102. Supplemental information should not be entered into the "Date of Annual Update (DAU)" in VCIN. The VCIN will recognize the DOR transaction as an update, as well as a change of address.

One of the following VCIN messages will appear when an agency attempts to either: 1) enter the same date into the DAU field that has been entered in the DOR field; or 2) enter the same date into the DOR field that has been entered in the DAU field:

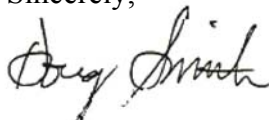
UPDATE HAS SAME EVENT DATE AS REGISTRATION

REGISTRATION HAS SAME EVENT DATE AS UPDATE

Agencies that do not currently have access to CLETS for the purpose of submitting registration information to VCIN should contact DOJ's Communications Administration Section at (916) 227-3677 or by using e-mail via the California Law Enforcement Web (CLEW) at <http://justice.hdcdojnet.state.ca.us/clew>. If necessary, agencies may obtain a CLEW user account at this Web site. In addition, CLEW contains copies of registration forms, as well as the VCIN/CLETS User Guide.

If you have any questions regarding this Bulletin, please contact DeeAnn Mendoza, Sex Offender Tracking Program, at (916) 227-5211 or via e-mail at DeeAnn.Mendoza@doj.ca.gov.

Sincerely,



DOUG SMITH, Deputy Director
Division of California Justice Information Services

For BILL LOCKYER
Attorney General